

Conwy Voluntary Services Council

Job description

Job title:	Finance / Admin Officer
Responsible to:	Chief Officer
Salary:	SCP 26 £22,221
Base:	CVSC Head office, Colwyn Bay
Salary:	In accordance with Salary Scale Point 26 for a 37-hour week. Contributions can be made either to a local government pension scheme or a stakeholder pension.
Annual leave:	22 days, plus 3 discretionary days. The leave year is from 1 April to 31 March
Probationary Period	The post is subject to the successful completion of a six-month probationary period
Hours:	Thirty-seven hours per week. A flexi time scheme is in operation, but the job may involve unsocial hours for which time off in lieu is permissible.

Aim of post

The Finance / Admin Officer is responsible for all financial and trustee matters. In particular the Finance Officer is responsible for:

- Operating a full accounting system. (SAGE)
- Payment of suppliers
- Producing regular and relevant financial reports and budgets, including final accounts for audit.
- Monitoring and controlling budget income and expenditure.
- Implementing and maintaining effective internal controls, including credit control.
- Monitoring and reporting back to the funders as required.
- Monitoring and collation of time sheets, travel claims and subsistence allowances.
- Preparing grant applications on behalf of the CVSC in conjunction with the Chief Officer.

- Ensuring that CVSC's Executive Committee and any Sub Committees are properly supported in their roles by: the organisation of meetings, the preparation of agendas, minute taking, collating reports, correspondence etc as required.
- Providing advice and support to emerging voluntary organisations on book keeping.
- Personnel matters, including: drafting job descriptions and person specifications, placing job advertisements, preparing contracts of employment / terms and conditions.
- Such other duties as may be required by the Chief Officer which are consistent with the duties and responsibilities of the post.

SKILLS, EXPERIENCE & KNOWLEDGE REQUIRED

- A high standard of communication skills, both oral and written.
- Computer Literacy including familiarity with Windows based packages. Ability to work under own initiative, to deadlines and under pressure.
- Experience in a financial role, with proven accounting and organising ability.
- Knowledge and experience of committee meetings/procedures.
- An understanding and knowledge of European Funding, in particular ESF
- The ability to work on own initiative and adapt work plans at short notice to meet any unexpected needs of the company.
- Excellent communication and presentation skills, able to communicate clearly and effectively with colleagues, service providers and users and representatives of other voluntary, private and public bodies, in person, via e-mail or by telephone

DESIRABLE

- Knowledge of the Voluntary Sector.
- Effective communication through the medium of Welsh as well as English.
- Working knowledge of Sage accounting system.